



REVENUE DEPARTMENT

JOB ANNOUNCEMENT

			ANNOUNCEMENT NUMBER		POSTING DATE
			993		Ongoing
JOB TITLE/JOB CODE NUMBER			PAYGRADE	EXPECTED HIRING SALARY (ANNUALLY)	CLOSING DATE
Tax Specialist 1 41401 Unclassified			012	\$25,895.28 - \$45,453.36	Ongoing
DIVISION			UNIT NAME/LOCATION		
Compliance			Various		

THIS ANNOUNCEMENT IS OPEN TO:

- A. ☐ CURRENT QUALIFIED EMPLOYEES OF THE _____ OFFICE/UNIT/DIVISION ONLY
- B. ☐ CURRENT QUALIFIED DEPARTMENT OF REVENUE EMPLOYEES ONLY
- C. ☐ EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS (LOAA)
- D. ☒ PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site: www.thejobsite.org
- E. ☒ ALL QUALIFIED APPLICANTS

THE PREFERRED METHOD OF APPLYING FOR THIS JOB IS TO APPLY ONLINE AT WWW.THEJOBSITE.ORG.

If you need an accommodation due to a disability, for any part of the employment process, please contact
The Office of Human Resources at (404) 417-2140 or (404) 417-2160 (TDD).

GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION

Under close supervision, learns to perform basic entry-level office and field audits of one of the following carefully selected tax audit or reporting areas: corporate, sales and use, partnership, individual, fiduciary, motor fuel, or unclaimed property reports. Communicates with taxpayers and business representatives. Participates in comprehensive training and maintains a variety of reports and documents. Interstate and intra-state travel required, as needed or assigned.

MINIMUM TRAINING AND EXPERIENCE

Two years of experience as a Revenue Agent 2 **OR** Completion of a bachelor's degree or equivalent in Business Administration or a related field from an accredited four-year college or university that included at least two introductory and two intermediate accounting courses (one course in business law may be substituted for one of the accounting courses). **NOTE:** To receive appropriate credit under this option, applicants must indicate on their resumes the number of courses they successfully completed in accounting or business law. Applicants should list the educational facility, course number and title, and hours of credit received per course.

PREFERRED QUALIFICATIONS

Ability to meet the terms and conditions of employment with the Compliance Division.

COMMENTS/SPECIAL INSTRUCTIONS

Must have taken and passed the **Tax Specialist 1** test in the Merit System. The test is given every first and third Tuesday at 8:30am in Atlanta at the Georgia Merit System Testing Center (Floyd Building, Room 404 – West Tower). Take a current photo ID and either your Job Site UserID or a completed State of Georgia Application for Employment to the test. For more information, you may visit www.thejobsite.org and select Testing and Exams, or call 404-656-2728.

Due to the large volume of applications received by this office, only those applicants selected for interview will be notified of the final applicant selection.